

## I. INTRODUCTION

### A. Purpose

The KCPM Program is a long-term management development plan which is open to managers, supervisors, and employees who can reasonably aspire to a management position. Designed as a two-phased approach, the completion of the first phase awards the employee a Certificate of Management Fundamentals (CMF), the intermediate certificate at the mid-point of the Kentucky Certified Public Manager Program. The second phase allows for full certification as a Certified Public Manager. The coursework, projects, and activities leading to certification as a Kentucky Certified Public Manager (KCPM) are available from and administered by the Governmental Services Center. Kentucky's CPM program is part of a nationally accredited certification program found in 18 active member states and the District of Columbia.

### B. Source of Funds

Funds for the payment of training come from the agency's Staff Development budget.

## II. PROCEDURES

### A. Employees Eligible to Participate

Permanent full-time employees who have satisfactorily completed the initial probationary period due to employment, employees on promotional probation, or employees in the unclassified service who have completed six (6) months of continuous service.

### B. Certification Requirements

1. Requirements for certification for the CMF program include eight core workshops and four written tests.
2. Requirements for certification for the KCPM program include completion of the CMF program, twelve core workshops, one Capstone Planning Session, one Capstone Seminar, four written tests, and two applied projects.

**NOTE: Employees enrolled in the Kentucky Certified Public Manager (KCPM) program need not request your name be placed on the waiting lists for required workshops in the program as you will automatically be enrolled.**

C. Application Procedures--Certificate of Management Fundamentals (CMF)

1. Directors, Managers, Supervisors, and employees with the motivation to improve themselves and their careers are required to submit the following:
  - a. CMF Application for Admission, which is to be completed by applicant, can be obtained by accessing the following website:  
<http://gsc.ky.gov/cmfapp903.doc>
  - b. Applicants may also contact the Governmental Services Center (GSC) at 502-564-8170 to obtain an application.
2. GSC accepts any candidate officially approved by the agency for the KCPM program.

D. Application Procedures--Certified Public Management (CPM)

1. All applicants must be recipients of the Certificate of Management Fundamentals (CMF).
2. Applicants are required to submit the following:
  - a. A CPM application is **only** available from GSC after completion of the CMF.

Deadlines to GSC for applications for the CMF are June 1st for July admission and December 1<sup>st</sup> for January admission. However, applications will be accepted anytime and will be processed for the upcoming admission date that affects them. If applications are received after the deadline they will be held until the next admission.

E. Benefits to Completion of the Program

1. You will acquire those much needed skills to be an effective manager/employee.
2. You may be eligible for an [educational achievement award](#).

3. You will be eligible to apply for nine undergraduate hours toward the Bachelor of Public Administration degree at [Kentucky State University](#) and [Murray State University](#), if you complete the CPM program. The award of credit will be given provided all admissions and other university requirements are met.
4. You will be eligible to apply for six graduate hours toward the graduate course, Public Administration 798, in the [Master of Public Administration program](#) at Kentucky State University, if you complete the CPM program. The award of credit will be based on the application projects you completed as part of the CPM program. These new credits will be available without tuition payment since KSU has agreed to provide a tuition waiver for the graduate credits.
5. State employees will receive credit for supervisory, professional administrative or management experience for selected positions as indicated below if required as part of the minimum qualifications for a particular job for which they are applying.
  - a. One year of supervisory credit experience for the successful completion of the Certificate of Management Fundamentals Course.
  - b. Two years of professional administrative or management experience for the successful completion of the Certificate Public Manager Program offered by the Governmental Services Center.
  - c. CPM certification will NOT substitute for the minimum professional or technical education or experience required in such classes as attorneys, engineers, nurses, architects, librarians, environmental or forensic scientists, etc.